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ETC Communications Fellow

Passionate about groundbreaking community development and mission-driven leadership in a growing organization? Interested in cutting-edge community development, neighborhood revitalization, and developing mission-driven strategies? If so, we want to talk to you!

New Jersey Community Capital (NJCC) is a community development financial institution with a mission to create thriving communities through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented staff and motivating environment. NJCC embraces diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Job Overview

The ETC Communications Fellow will support the East Trenton Collaborative's neighborhood revitalization work by implementing a communications plan that connects residents, partners, and other stakeholders to ETC's programmatic and strategic goals. This work will include the formation and utilization of effective communications materials on a variety of platforms, including social media, text, email, and print. The ETC Communications Fellow will also assist team members with event planning and execution, data and information management, community center operations, and administrative support.

Responsibilities

As the ETC Communications Fellow, you will assist ETC team members completing communications tasks that support ETC's community development and community organizing mission and that connect ETC to residents and other stakeholders.

Working with the ETC/Community Strategies team, you will:

- Set up, manage, and maximize social media, text message, and email accounts to share information about news events and campaigns, including through platform integration and audience segmentation.
- Assist with event planning, including with planning, promotion, fundraising, setup, execution, photography and tear-down, and other event-related tasks as assigned, including coordinating, managing and providing technical support for virtual events.
- Set up, manage, and troubleshoot the ETC contact database, complete data entry, and conduct analysis of data to make recommendations for improvement of information management or procedures related to communications activities.
- Manage website content creation and development and conduct analysis of analytics.
- Prepare SOPs for communications, event planning and execution, and data management and related reporting.
- Develop flyers, postcards, banners, and other visual communications materials.
- Develop comprehensive reports including the annual impact report, annual summaries, and other project reports as needed.
- Develop templates for the development of future materials.

Qualifications

Candidates should have a demonstrated interest in the field of community development, sociology, public health, public policy, political science or a related field. Also key are an enthusiasm towards NJCC's mission and vision, a passion for communities, and the ability to thrive in a highly collaborative environment. Preference will be given to candidates pursuing a degree with a concentration in communications or a similar area.

NJCC will also give preference to candidates based on the following qualifications:

- Demonstrated ability in basic graphic design concepts and layout, as well as in the use of social media, email, and other technology platforms to design and deploy communications materials in print and electronically.
- Experience in event planning, including developing tasks and timelines, and connecting with sponsors, partners, and vendors.
- Ability to manage competing demands in a collaborative environment.
- Proficiency in MS Office, exposure to Adobe Creative Suite, Canva, or other basic graphic design tools.
- Excellent oral and written communication and presentation skills (Spanish-language proficiency is strongly preferred).
- Outstanding organizational and planning skills.
- Access to a personal vehicle is preferred.

Work Location & Travel Requirements

This position is based out of the Trenton office located in 601 N Clinton Avenue, and may require up to 20% travel to partner organizations or to other NJCC's offices.

Work Schedule

Business hours typically run from 8:30 a.m. to 5:00 p.m. Some days may require to stay later or work on weekends.

Compensation

Hourly pay rate of \$15/\$19.

To Apply

If this exciting opportunity appeals to you, please email your résumé to kcastillo@njclf.com and include "ETC Communications Fellow – *Your Name*" in the email subject line.

Check us out at www.newjerseycommunitycapital.org & www.east-trenton.org!